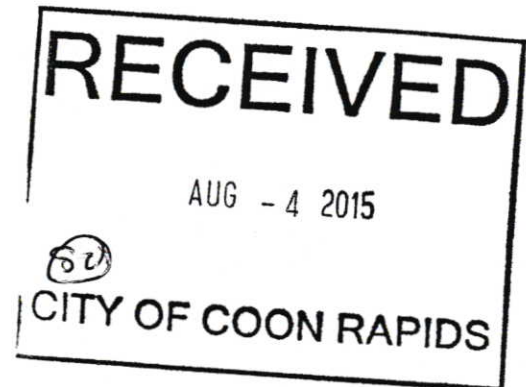


8/3/2015

...

Chad Morgan
3365 138th Lane NW
Andover, MN 55304

City of Coon Rapids
11155 Robinson Dr.
Coon Rapids, MN 55433



Appealing the Assessments

I am appealing the two assessments to Property address: 11021 Olive St. NW, Coon Rapids, MN 55448. PIN# 14-31-24-44-0032

When I first initially rented my property in Coon Rapids, I used Renters Warehouse. They handled everything with the city. They were not doing a very good job for me so when my renters lease was up I no longer needed their service. Until I received a citation I was unaware that I was missing a city requirement since Renters Warehouse did the set-up.

Assessment One for \$300 was sent to me on 1/2/15. I contacted the city because I was concerned that they didn't get my check for the rental license. This was not what the fine was about.

When I contacted the city they informed me that I needed to take a class called "The Coon Rapids Crime Free Multi-Housing Program.. I logged on to Coon Rapids city web site and found that they had a class available at Bunker Hills on March 5 so that is where I was going to full fill my rental requirement.

Here is my appeal. After receiving the first citation I contacted the city to get an explanation. I was informed that I just need to take the 8 hour class and everything would be fine. I assured the city that I would take the class. As soon as I got off the phone I found the class at Bunker Lake. I printed the sign-up form and marked it on my calendar. I was shocked when I received a second citation since the employee I talked to just told me everything was good as long as I took the class.

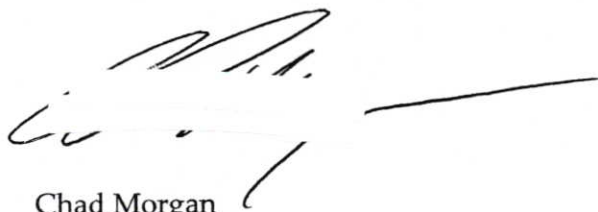
I was told by the assessment officer on 7/29/15 that the reason I received a Citation Two dated 2/9/15 is that I didn't communicate with the city in a timely fashion. I apologize for the lack of communication back to the city. I felt the after talking to the city official the first time that I was fine as long as I scheduled and took the class.

Chad Morgan

• • •

I took my the 8 hour class and even stayed around after to talked to the Coon Rapids City employee to verify that everything was good and that the citation were taken care since I completed the class. I was concerned \$900 is a lot of money for being unaware of the class. I was informed after class that since I did the class everything was good. I wish I could recalled their name. But there were two city officials at the class. In closing I am sorry for not knowing about the safe rental class requirement. I am also sorry for not communicating better with the city about me intention of attending the class I selected. I lived at the house on Olive St. for 8 years prior to making it a rental property. This is the only rental I own. I am not in the business to make money. A \$900.00 citation would really affect us on so many levels. There are items I feel Renters Warehouse could have informed my about, and I feel I made a couple mistakes as well.

Thanks you for the consideration,



Chad Morgan

76-



Property Report

Report Date: 8/31/2015

PIN: 143124440032

OPEN

PROPERTY ADDRESS: 11021 OLIVE ST

Work Order #51479

Rental Renewal

Task Name	Projected Start	Actual Start	Assigned To	COMMENTS
APPLICATIONS				
CONVERSION FEE RCVD		1/15/13	POSCH, MICHELLE	PD \$545 CK NO 8846
CRIME FREE TRAINING		3/16/15	POSCH, MICHELLE	AGENT COMPLETED - no longer as agent as of 12/2/14 owner chad morgan completed at coon rapids on 3/5/2015
RENTAL INSPECTION	1/31/13	1/31/13	POSCH, MICHELLE	4 POINTS
LICENSE ISSUED		1/31/13	POSCH, MICHELLE	
LICENSE RENEWAL DUE		11/25/13		
NEXT INSPECTION DUE		4/29/15		
BACKGROUND CHECK		1/16/13	TONINATO, DESIREE	C/N 13-012107 completed on Chad William Morgan dob . i. Nothing found to prevent licensing.
FOLLOW-UP INSPECTION	2/19/13	1/31/13	POSCH, MICHELLE	4 points
EDUCATIONAL MATERIAL		3/7/13	HINTZE, CINDY	Background Check letter sent. See attachments for letter.
INFORMATION SENT		11/4/13	POSCH, MICHELLE	renewal \$100
FEE PAID		11/25/13	POSCH, MICHELLE	PD \$100 CK NO 2013
LICENSE ISSUED		11/25/13	POSCH, MICHELLE	
LICENSE RENEWAL DUE		4/29/15		
INFORMATION SENT		11/6/14	HINTZE, CINDY	Renewal Sent \$170
FEE PAID		12/2/14	HINTZE, CINDY	Paid \$170 cashier's check 0951901942 - no longer has agent, but agent carried CFT certificate. Info to LD to issue citation.
RENEWAL ON HOLD		12/2/14	HINTZE, CINDY	Info to LD to issue citation for no CFT - no longer has agent with certificate.
CITATION ISSUED		12/3/14	DRABCAZAK, LEYA	300.00 for no crime free certificate
COMMUNICATE W OWNEF		12/8/14	DRABCAZAK, LEYA	Id ret'd call to owner & explained CFMH requirement required by city code enclosed in rental packet when he applied for the license in 2013. When owner fired agent there was no CFMH cert. creating a violation. owner to submit class registration asap.
COMMUNICATE W OWNEF		12/8/14	DRABCAZAK, LEYA	Id asked owner to submit certificate as classes are offered throughout the state and are not issued by the housing department.
CITATION FEE APPLIED		1/9/15	DRABCAZAK, LEYA	NO RESPONSE FROM OWNER, NO CLASS REGISTRATION FORM RECEIVED.
ASSESSMENT		1/9/15	DRABCAZAK, LEYA	300.00 FORWARDED TO FINANCE DEPT
CITATION ISSUED		1/9/15	DRABCAZAK, LEYA	600.00 FOR NO CRIME FREE ON FILE. NO RESPONSE FROM OWNER, NO MAIL RETURNED AS UNDELIVERABLE. NO CLASS REGISTRATION SUBMITTED.

PROPERTY ADDRESS: 11021 OLIVE ST

PIN: 143124440032

CITATION FEE APPLIED

2/26/15 DRABCZAK, LEYA NO RESPONSE FROM OWNER, MAIL NOT RETURNED. NO REGISTRATION FROM RECEIVED FROM OWNER. 600.00 FORWARDED TO FINANCE DEPT

2/26/15 DRABCZAK, LEYA 600.00 FORWARDED TO FINANCE DEPT. NO RESPONSE FROM OWNER

2/26/15 DRABCZAK, LEYA 1200.00 for no crime free certificate on file

3/16/15 DRABCZAK, LEYA crime free compliant per matt small. owner did not submit certificate. staff had to verify attendance on sign up sheet with coon rapids police department. (1200.00 citation fee will not be applied.)

RENTAL INSPECTION

4/6/15 4/6/15 SMALL, MATT Re-scheduled with owner. Completed 2 points - 3 year inspection cycle. Repairs verified completed next day.

INFORMATION

4/14/15 DRABCZAK, LEYA Id posted water shut off notice regarding meter that was not reading correctly at the request of the utility billing department. All calls made by utility billing have not been returned by owner.

LICENSE ISSUED

4/29/15 SMALL, MATT

LICENSE RENEWAL DUE

1/1/16

NEXT INSPECTION DUE

1/1/18

COMMUNICATE W OWNER

7/28/15 DEGRANDE, KRISTIN Owner Chad 7. i6 called about pending assessments (\$300, \$600). We talked through the timeline and explained the appeal process. He will most likely appeal.

COMMUNICATE W OWNER

8/3/15 DEGRANDE, KRISTIN Owner Chad called back with questions about \$35/assessment admin fee - not charged until after appeal is heard on 10/1/15. Also asked what date he attended Crime Free Class - 3/5/15. Ok. He will submit appeal tomorrow.

~ ADMINISTRATIVE CITATION INFORMATION ~ If blank, no Administrative Citation was issued on this work order.

City Code	Inspection Date	Fine	Inspected By	Compliance Date & Instructions	Citation Issued To
Citation # 24824					
12-915 Crime Free Housing Program	12/3/14 1/2/15 compliance date	300	DRABCZAK, LEYA	OBTAIN REQUIRED CRIME FREE MULTI HOUSING CERTIFICATE	CHAD MORGAN DATE 12/3/2014 3365 138TH LN NW ANDOVER, MN 55304 ISSUE
Citation # 24894					
12-915 Crime Free Housing Program	1/9/15 2/9/15 compliance date	600	DRABCZAK, LEYA	OBTAIN REQUIRED CRIME FREE MULTI HOUSING CERTIFICATE	CHAD MORGAN ISSUE DATE 1/9/2015 3365 138TH LN ANDOVER, MN 55304
Citation # 24990					
12-915 Crime Free Housing Program	2/26/15 3/26/15 compliance date	1200	DRABCZAK, LEYA	OBTAIN REQUIRED CRIME FREE MULTI HOUSING CERTIFICATE	CHAD MORGAN ISSUE DATE 2/26/2015 3365 138TH LN ANDOVER, MN 55307

Files attached to this work order:

\\WorkOrder\51479\background letter_0058-11.pdf
 \\WorkOrder\51479\20130117143100188.pdf
 \\WorkOrder\51479\20130115132430509.pdf

PROPERTY ADDRESS: 11021 OLIVE ST

\\WorkOrder\51479\20131125125350151.pdf
\\WorkOrder\51479\20130131115853516.pdf
\\WorkOrder\51479\2015 License and Insp Rprt.pdf
\\WorkOrder\51479\2015 Insp Letter.pdf

End of Report for 11021 OLIVE ST

Imp. 1/16 @ 3:30p



COON RAPIDS
Minnesota



Item 1

Page 1 of 2

#545 Cmv + Lic fees 500-45
1/8/16
1/15/2013
Crime fees On file
Renters warehouse

Rental License Application

Feb 1st 2013 more in

For office use only:
License No.

51479

PID No.

RENTAL ADDRESS

COMPLEX NAME:
(if multi-family)

RENTAL ADDRESS: 11021 Olm St. NW
Coon Rapids MN 55448

DWELLING UNIT INFORMATION

Type of dwelling: ☒ single family ☐ twin home
☐ townhome ☐ apartment

of buildings: total # of units:

RENTAL PROPERTY OWNER INFORMATION

OWNER NAME:

Chad Morgan

DATE OF BIRTH:

PHONE:

76 - - - 6

ADDRESS:

3365 138th Lane

CITY:

Andover

STATE:

MN

ZIP:

55304

EMAIL ADDRESS:

c - - - @ gmail.com

MANAGER CONTACT INFORMATION (if other than owner)

CONTACT NAME:

Renters Warehouse

DATE OF BIRTH:

PHONE:

ADDRESS:

Rob Paulino

CITY:

STATE:

ZIP:

EMAIL ADDRESS:

The undersigned hereby applies for a rental dwelling license and acknowledges receipt of a copy of City Ordinance Chapter 12-900, acknowledges the provisions of the Building Maintenance and Occupancy Code have been reviewed, and attests the subject premises will be operated and maintained according to the requirements contained therein, subject to applicable sanctions and penalties. The undersigned further agrees the subject premises may be inspected by the compliance official as provided in Chapter 12-900 of said ordinance. The undersigned hereby certifies that the above information is true and correct to the best of their knowledge.

Applicant Signature:

Date: 01-11-13

Your property must pass a City of Coon Rapids rental property inspection conducted by a Housing Inspector before a rental license is issued. An inspection time will only be scheduled after Neighborhood Reinvestment Division staff have received and reviewed all five items listed on the 'Licensing of Rental Property Application Checklist.'

Rental property inspections are performed Monday thru Friday 7:00 a.m. and 5:30 p.m.

Rental License Application

Applicant must initial each section and sign at the bottom.

By initialing each section you are acknowledging an understanding of key provisions of City Ordinance Chapter 12-900 regarding the Licensing of Rental Property.

1. CM I understand that by owning rental property in Coon Rapids, I am operating a business in a residential zone of the city.
2. CM I have received a copy of City Ordinance Chapter 12-900, Licensing of Rental Dwellings, and understand I am subject to the requirements contained therein.
3. CM I or my manager has attended or is scheduled to attend a **Crime Free Rental Housing Phase 1** training or its equivalent (12-915).
4. CM I understand the rental property must pass a rental property inspection conducted by a City Housing Inspector, and must continue to maintain the property accordance with provisions of 12-914.
5. CM I understand I must screen all potential tenants by using a written rental application which contains sufficient information to conduct a Criminal Background check and a Credit History check (12-903).
6. CM I must use a written lease for all tenants (12-903).
7. CM In addition to a written lease, I understand my tenants must also sign a "Lease Addendum for Crime-Free/Drug-Free Housing" (12-903).
8. CM I understand the City will conduct a Criminal Background Investigation on the Property Owner consistent with the provisions of 12-904.
9. CM I understand I must provide 24 hour contact information for a person who resides within the twin city metropolitan service area who is responsible for code compliance of the rental property. This person will be either the owner or manager of the property (12-903).
10. CM I understand the City Manager may deny or not renew a license and the City Council may revoke or suspend a rental license for failure to address any tenant or property issues as provided for in 12-916.
11. CM In addition to any other sanctions or administrative penalties, it is a Misdemeanor to operate a rental dwelling in the City without a license for each building (12-921).
12. CM I understand my rental license is not transferrable (12-905).
13. CM I understand my rental license must be renewed annually (12-907).

The undersigned acknowledges that this is a partial listing of provisions within City Ordinance Chapter 12-900, and that a complete understanding of the ordinance can only be had by thoroughly reading it in its entirety. The purpose of providing this list is to address questions frequently asked by license applicants.

Applicant Signature: 

Date: 01-11-13

LEASE ADDENDUM FOR CRIME-FREE/DRUG-FREE HOUSING

In consideration of the execution or renewal of a lease of the dwelling unit identified in the lease, Owner and Resident agree as follows:

1. Resident, any members of the resident's household or a guest or other person under the resident's control **shall not engage in illegal activity, including drug-related illegal activity, on or near the said premises.** "Drug-related illegal activity" means the illegal manufacture, sale, distribution, purchase, use or possession with intent to manufacture, sell, distribute, or use of a controlled substance (as defined in Section 102 of the Controlled Substance Act [21 U.S.C. 802]) or possession of drug paraphernalia.
2. Resident, any member of the resident's household or a guest or other person under the resident's control **shall not engage in any act intended to facilitate illegal activity,** including drug-related illegal activity, on or near the said premises.
3. Resident or members of the household **will not permit the dwelling to be used for, or to facilitate illegal activity,** including drug-related illegal activity, regardless or whether the individual engaging in such activity is a member of the household.
4. Resident or members of the household will not engage in the manufacture, sale, or distribution of illegal drugs at any locations, whether on or near the dwelling unit premises or otherwise.
5. Resident, any member of the resident's household, or a guest or other person under the resident's control **shall not engage in acts of violence or threats of violence,** including but not limited to the unlawful discharge of firearms, prostitution, criminal street gang activity, intimidation, or any other breach of the rental agreement that otherwise jeopardizes the health, safety or welfare of the landlord, his agents or tenants.
6. **VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL VIOLATION OF THE LEASE AND GOOD CAUSE FOR TERMINATION OF TENANCY.** *A single violation of any of the provisions of this added addendum shall be deemed a serious violation and material non-compliance with the lease.*

It is understood and agreed that a single violation shall be good cause for termination of the lease. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be by the preponderance of the evidence.

7. In case of conflict between the provisions of this addendum and any other provisions of the lease, the provisions of the addendum shall govern.
8. This LEASE ADDENDUM is incorporated into the lease executed or renewed this day between Owner and Resident.

(Resident)

(Resident)

(Resident)

(Resident)

Date signed: 1-11-13

(Management)

Date signed: _____

Resident(s) acknowledge receipt of this addendum by signature of this document.



ADMINISTRATIVE CITATION

Citation # 51479-24824

Violation Notice

CHAD MORGAN
3365 138TH LN NW
ANDOVER, MN 55304

ISSUE DATE 12/3/2014

Property Address: **11021 OLIVE ST**
COON RAPIDS, MN

PIN: 143124440032

This is an Administrative Citation issued under Coon Rapids City Code Chapter 2-1100. On 12/3/14 the following violation(s) of Coon Rapids City Code was found at the above property address:

<u>Compliance Date</u>	<u>Violation & Corrective Action</u>	<u>Code Section & Summary</u>	<u>Penalty</u>
01/02/2015	OBTAIN REQUIRED CRIME FREE MULTI HOUSING CERTIFICATE	12-915 Crime Free Housing Program -- Owners or agents are required to complete Phase I of the crime free rental housing program.	\$300

To avoid the above penalty/penalties, you **must** do one of the following:

1. Correct the violation(s) **on or before** the Compliance Date noted above. To be sure all issues are resolved, you may arrange for a City inspection **before** the Compliance Date noted above.
2. Contact the inspector below to arrange a time extension for compliance. You must sign a time extension agreement **on or before** the Compliance Date noted above.
3. Appeal the inspector's decision **on or before** the Compliance Date.

Refer to the attached/enclosed Administrative Citation Program brochure for the Notice of Appeal form, including instructions for requesting a time extension, and additional information.

If a second or subsequent Citation is issued within 180 days of the same or similar violation, the penalty will double. If you correct the conditions leading to the subsequent Citation prior to the Compliance Date, one half of the penalty will be waived. In addition to any penalties, you may also be subject to Excessive Consumption of Services fees as allowed by City Code Section 12-317 and/or abatement costs.

You can view the full City Code online at www.coonrapidsmn.gov/citycode or you can obtain the City Code Section(s) at Coon Rapids City Hall at 11155 Robinson Dr NW, Coon Rapids, MN 55433.

Continued on next page

11021 OLIVE ST
CITATION # 51479-24824
PAGE 2

Please note that if your property is not brought into compliance by the Compliance Date listed above, the City may enter your property to abate the violation (correct the conditions leading to the violation). If the city abates the violation, all costs of the abatement, along with any unpaid penalty, will be charged to your property taxes in a form of a Special Assessment.

Inspectors are often not in the office. If you would like to speak with, or schedule an appointment with, the inspector regarding this citation, please call the number below.

Leya Drabczak
Housing Inspector
763-767-6420

cc:



SECOND VIOLATION ADMINISTRATIVE CITATION

Citation # 51479-24894

Violation Notice

CHAD MORGAN
3365 138TH LN
ANDOVER, MN 55304

ISSUE DATE 1/9/2015

Property Address: **11021 OLIVE ST**
COON RAPIDS, MN

PIN: 143124440032

This is an Administrative Citation issued under Coon Rapids City Code Chapter 2-1100. On 1/9/15 the following violation(s) of Coon Rapids City Code was found at the above property address:

<u>Compliance Date</u>	<u>Violation & Corrective Action</u>	<u>Code Section & Summary</u>	<u>Penalty</u>
02/09/2015	OBTAIN REQUIRED CRIME FREE MULTI HOUSING CERTIFICATE	12-915 Crime Free Housing Program -- Owners or agents are required to complete Phase I of the crime free rental housing program.	\$600

To avoid the above penalty/penalties, you **must** do one of the following:

1. Correct the violation(s) **on or before** the Compliance Date noted above. To be sure all issues are resolved, you may arrange for a City inspection **before** the Compliance Date noted above.
2. Contact the inspector below to arrange a time extension for compliance. You must sign a time extension agreement **on or before** the Compliance Date noted above.
3. Appeal the inspector's decision **on or before** the Compliance Date.

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You can view the full City Code online at www.coonrapidsmn.gov/citycode or you can obtain the City Code Section(s) at Coon Rapids City Hall at 11155 Robinson Dr NW, Coon Rapids, MN 55433.

Continued on next page

11021 OLIVE ST
CITATION # 51479-24894
PAGE 2

Please note that if your property is not brought into compliance by the Compliance Date listed above, the City may enter your property to abate the violation (correct the conditions leading to the violation). If the city abates the violation, all costs of the abatement, along with any unpaid penalty, will be charged to your property taxes in a form of a Special Assessment.

Inspectors are often not in the office. If you would like to speak with, or schedule an appointment with, the inspector regarding this citation, please call the number below.

Leya Drabczak
Housing Inspector
763-767-6420

cc:



THIRD VIOLATION ADMINISTRATIVE CITATION

Citation # 51479-24990

Violation Notice

CHAD MORGAN
3365 138TH LN
ANDOVER, MN 55307

ISSUE DATE 2/26/2015

Property Address: **11021 OLIVE ST**
COON RAPIDS, MN

PIN: 143124440032

This is an Administrative Citation issued under Coon Rapids City Code Chapter 2-1100. On 2/26/15 the following violation(s) of Coon Rapids City Code was found at the above property address:

<u>Compliance Date</u>	<u>Violation & Corrective Action</u>	<u>Code Section & Summary</u>	<u>Penalty</u>
03/26/2015	OBTAIN REQUIRED CRIME FREE MULTI HOUSING CERTIFICATE	12-915 Crime Free Housing Program -- Owners or agents are required to complete Phase I of the crime free rental housing program.	\$1200

To avoid the above penalty/penalties, you **must** do one of the following:

1. Correct the violation(s) **on or before** the Compliance Date noted above. To be sure all issues are resolved, you may arrange for a City inspection **before** the Compliance Date noted above.
2. Contact the inspector below to arrange a time extension for compliance. You must sign a time extension agreement **on or before** the Compliance Date noted above.
3. Appeal the inspector's decision **on or before** the Compliance Date.

Refer to the attached/enclosed Administrative Citation Program brochure for the Notice of Appeal form, including instructions for requesting a time extension, and additional information.

If a second or subsequent Citation is issued within 180 days of the same or similar violation, the penalty will double. If you correct the conditions leading to the subsequent Citation prior to the Compliance Date, one half of the penalty will be waived. In addition to any penalties, you may also be subject to Excessive Consumption of Services fees as allowed by City Code Section 12-317 and/or abatement costs.

You can view the full City Code online at www.coonrapidsmn.gov/citycode or you can obtain the City Code Section(s) at Coon Rapids City Hall at 11155 Robinson Dr NW, Coon Rapids, MN 55433.

Continued on next page

11021 OLIVE ST
CITATION # 51479-24990
PAGE 2

Please note that if your property is not brought into compliance by the Compliance Date listed above, the City may enter your property to abate the violation (correct the conditions leading to the violation). If the city abates the violation, all costs of the abatement, along with any unpaid penalty, will be charged to your property taxes in a form of a Special Assessment.

Inspectors are often not in the office. If you would like to speak with, or schedule an appointment with, the inspector regarding this citation, please call the number below.

Leya Drabczak
Housing Inspector
763-767-6420

cc: